

ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
TUESDAY, JANUARY 5, 2016
Sister Bay Village Hall – 2258 Mill Road

The January 5, 2016 meeting of the Economic Development Committee was called to order by Chairperson Larry Gajda at 4:02 P.M.

Present: Chairperson Gajda and members Denise Bhirdo, Dan Mortier, Dave Lienau, and Bill Chaudoir. Village Board member and Plan Commission member Scott Baker, Village Board members John Clove and Nora Zacek, and Plan Commission member Don Howard.

Excused: Mike Flood, Eric Lundquist and Jim Grasse.

Others: Tom Seagard, Marie-Luise Moesta, Tom Brown, John Sawyer, Bill Becker, Greg Casperson, Fred Anderson, Ron Kane, Chris Milligan, Al Gokey, Steve Thomas, Kim Erzinger, Jackson Parr, Mary Kay Shumway, Scott Lohman, Andy Lohman, Paige Funkhouser, and Sharon Daubner.

Staff Members: Village Administrator Zeke Jackson and Assistant Administrator Janal Suppanz.

Comments, correspondence and concerns from the public:

Gajda asked if anyone in the audience wished to comment regarding a non-agenda item. No one responded.

Approval of the agenda:

A motion was made by Lienau, seconded by Chaudoir that the agenda for the January 5, 2016 meeting of the Economic Development be approved as presented. Motion carried – All ayes.

Business Items:

Item No. 1. Initial discussion on dividing the “Braun Property”, which is located at 10654 N. Bay Shore Drive:

The Village has purchased “the Braun Property”, which is located at 10654 N. Bay Shore Drive, and the Economic Development Committee is asking for input from the members of the community as to how that property could be developed. (Based upon potential offers to purchase which have been submitted thus far Village officials have determined that lotting the property off would be preferable.) In accord with the conditions which were imposed by the D.O.T. and the D.N.R. when a 6(f) conversion was done as the result of the work being done on the Bay Shore Drive Reconstruction Project, a CSM was required and Parcel No. 181-42-10012B, (the lot by the Library), must be reserved for parking.

Jackson thanked all those present for attending this meeting, and explained that during the course of the meeting urban prototyping would be done. He then explained the procedures which would be followed when the prototyping was done. The site plan which is ultimately approved by the Economic Development Committee will have to be forwarded on to the Plan Commission as well as the Village Board for approval.

1 "The Braun Property" is zoned B3, and if a standard development is created on it the B3
2 setback regulations must be satisfied. However, there is a Planned Unit Development
3 (PUD) provision in the Zoning Code, so if approval is received for a PUD the setback
4 regulations would be greatly reduced. There also are cost considerations which must be
5 taken into consideration when commercial buildings are constructed. The Fire Code
6 requires two exits and two foot firewalls, and any buildings over 25,000 cubic feet in size
7 require State approved plans.

8
9 Bhirdo stated that she believes all the options for "the Braun property" which have been
10 suggested to date, including a large development, should still be considered.

11
12 Steve Thomas cautioned that if individual lots are created on the property there is potential
13 for an unattractive "hodge podge" to be created.

14
15 Tom Seagard noted that if Village officials are sincere about revitalizing the downtown a
16 "big box" development is not the answer. He believes construction of a number of small
17 retail shops on the property would bring many more people to the Village.

18
19 **Item No. 2. Session Break – Interactive planning session with committee members as**
20 **well as members of the public; divide into teams with a committee member assigned to**
21 **work with members of the public:**

22 *At 4:35 P.M. the committee members divided into four separate teams and worked on*
23 *creating site plans.*

24
25 **Item No. 3. Reconvene Committee – Review teams' development concepts and discuss a**
26 **consensus design:**

27 *At 6:13 P.M. the committee reconvened and each of the teams presented their proposed*
28 *site plans.*

29
30 Steve Thomas was the spokesperson for Team #1 and presented their site plan, which
31 includes an Information Booth at the corner of Mill Road and N. Bay Shore Drive as well
32 as an open space in the center of the development. There are multiple tenant small
33 buildings around the perimeter of the open space, and on the back corner of the property
34 there is a multi-use building.

35
36 John Sawyer was the spokesperson for Team #2 and presented their site plan. That plan
37 incorporates three building pods which each contain a variety of different sized buildings.
38 There is an access road as well as a walkway on the property, and it does contain common
39 elements.

40
41 Dan Mortier was the spokesperson for Team #3 and presented their site plan. That plan
42 includes mixed use buildings of different sizes, a kiosk, a fountain, and plenty of green
43 space.

44
45 Denise Bhirdo was the spokesperson for Team #4 and presented their site plan. That group
46 had a considerable amount of discussion regarding economics, and those factors were
47 taken into consideration when their plan, which contains four lots facing Bay Shore Drive
48 and four lots facing Mill Road, was created. Because of cost factors it is quite likely that the
49 buildings constructed on those lots would house businesses which are already established.

1 There is a multi-use building in the center of the development, and that building would
2 contain space which could be rented out to new business owners at reasonable rates.

3
4 Jackson and Gajda thanked all those present for taking the time to attend this meeting and
5 took photos of all the previously mentioned site plans.

6
7 *Several of the Committee members indicated that they had other obligations and would*
8 *have to leave, and, therefore, the decision was made that the Economic Development*
9 *Committee should meet again at 4:00 P.M. on Tuesday, January 12, 2016.*

10
11 **Item No. 4. Consider a motion to direct staff to engage a designer to draft a proposed**
12 **plan and subdivision plat for presentation to the appropriate Village Committees,**
13 **Commissions and Boards:**

14 **Item No. 5. Discussion on architectural standards for development; review architectural**
15 **styles and develop a consensus with respect to the preferred architectural style; and**
16 **consider a motion to direct staff to engage an architectural firm to develop a style guide**
17 **and concept façade for further review:**

18 **Item No. 6. Matters to be placed on a future agenda or referred to a committee, official**
19 **or employee:**

20 *A motion was made by Bhirdo, seconded by Mortier that Agenda Item No. 4 – Consider a*
21 *motion to direct staff to engage a designer to draft a proposed plan and subdivision plat for*
22 *presentation to the appropriate Village Committees, Commission and Boards; Agenda Item*
23 *No. 5 – Discussion on architectural standards for development; review architectural styles*
24 *and develop a consensus with respect to the preferred architectural style; and consider a*
25 *motion to direct staff to engage an architectural firm to develop a style guide and concept*
26 *façade for further review; and Agenda Item No. 6 – Matters to be placed on a future*
27 *agenda or referred to a committee, official or employee, shall all be tabled until the January*
28 *12, 2016 meeting of the Economic Development Committee.*

29
30 **Adjournment:**

31 *A motion was made by Gajda, seconded by Bhirdo to adjourn the meeting of the*
32 *Economic Development Committee at 6:36 P.M.*

33
34 Respectfully submitted,

35 

36 Janal Suppanz,
37 Administrative Assistant